

**July 10, 2009**

## **Nebraska Crime Commission**

# **2009 VIOLENCE AGAINST WOMEN ACT ARRA GRANT ANNOUNCEMENT AND INSTRUCTIONS**

**Grant applications are due  
in the Crime Commission Office by  
August 7, 2009 5:00 p.m. CDT  
No Exceptions**

Please read the attached information thoroughly.  
If you have questions, contact:

Monica Miles-Steffens  
Nebraska Crime Commission  
301 Centennial Mall South  
P.O. Box 94946  
Lincoln, Nebraska 68509-4946  
(402) 471-3978  
Email: [monica.miles-steffens@nebraska.gov](mailto:monica.miles-steffens@nebraska.gov)

In accordance with the Americans with Disabilities Act, the State would like to provide reasonable accommodation with respect to a grant application to persons with disabilities. If you need a reasonable accommodation, please contact the Nebraska Crime Commission, (402) 471-2194 or TDD at (800) 833-7352.



**AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)  
VIOLENCE AGAINST WOMEN ACT (VAWA)  
ANNOUNCEMENT OF FUNDS AND GRANT APPLICATION INSTRUCTIONS**

**Introduction and Purpose of Funds**

This application kit is for applicants who wish to apply for funds under the Federal S.T.O.P. Violence Against Women Act ARRA grant program. The intent of these funds is to further the purpose of the VAWA through comprehensive, positive changes in the criminal justice system's response to victims of domestic violence and sexual assault, as well as meet the intent of the American Recovery and Reinvestment Act which is to stimulate the creation and preservation of jobs and promote economic growth.

**VAWA ARRA Funds Available: \$1,095,462**

The Violence Against Women Act **requires** 30% of the funds be awarded to victim services of which at least 10% will be distributed to culturally specific community based organization, 25% to law enforcement, 25% to prosecution, 5% to the courts/probation, and 15% is discretionary. The required amount of VAWA funding available for each category is as follows:

<b>Victim Services</b>	<b>\$ 295,775</b>	<b>Courts</b>	<b>\$ 54,773</b>
<b>Law Enforcement</b>	<b>\$ 273,866</b>	<b>Discretionary</b>	<b>\$ 164,318</b>
<b>Prosecution</b>	<b>\$ 273,866</b>	<b>Cultural Specific</b>	<b>\$ 32,864</b>

**Project Period: January 1, 2010 – December 31, 2010**

The ARRA VAWA funds are a one time funding source with a limited project period. The ARRA specifically states that there will be no continuation of ARRA funds.

**Eligible Applicants**

Eligible applicants for Violence Against Women Act ARRA funding are state and units of local government, Indian tribal governments, or nonprofit, nongovernmental victim services programs\*.

Faith based organizations receiving VAWA funds retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive funds. However, federal and match funds may not be used to fund inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded by federal or match funds; rather, such activity must be at a separate time or place from the funded program. Participation in such activity by individuals receiving services must be voluntary. A program funded with federal funds is not permitted to discriminate in the provision of services based of the client's religion.

\*Victim services program means a nonprofit, nongovernmental organization that assists domestic violence or sexual assault victims, including rape crisis centers, battered women's shelters, and other sexual assault or domestic violence programs, including nonprofit, nongovernmental organizations assisting domestic violence or sexual assault victims through the legal process.

## ARRA VAWA Funding Priorities

The ARRA VAWA funding priorities were identified based on the existing priorities, gaps and needs outlined in the 2007-2009 State VAWA Implementation Plan. Due to the limited time frame of the ARRA VAWA funding, the following priorities will be considered for funding under this solicitation: Coordinated Response Efforts and State Response Efforts; Victim Safety/Services; Training/Technical Assistance; Unserved/Underserved Victims.

For purposes of this application, the term “underserved populations” includes populations underserved because of geographic location (such as rural isolation), underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, immigration status, or age). Funding requests for identified needs must be made through the Coordinated Response Team/Effort (CRT) making application, if there is one.

Below is a non-conclusive list of gaps and needs identified at statewide meetings that would be appropriate and considered for funding requests.

Coordinated Response Efforts and State Response Efforts
<ul style="list-style-type: none"><li>▪ Statewide listing of trained attorneys for domestic violence, sexual assault, and stalking issues</li><li>▪ Coordinated response team standards/policies</li><li>▪ Services statewide to respond to victims and ensure victim safety</li><li>▪ Systems accountability to promote positive response to victims on a consistent basis</li><li>▪ Standards to promote and monitor ‘best practice’ response to victims by a coordinated response effort</li><li>▪ Standard approach to support a victim who is involved in a violation of a protection order</li><li>▪ Promote victim education on protection orders and outcomes that will be part of the process</li><li>▪ Statewide consistent response to sexual assault victims</li><li>▪ CRTs continue to focus on sexual assault victims</li></ul>
Training / Technical Assistance
<ul style="list-style-type: none"><li>▪ Limited adult sexual assault training (i.e., proper investigative practices, investigative reports, rape kit collection, gathering medical evidence, interviewing a victim, etc...)</li><li>▪ Difficulty tracking or receiving statistics from key agencies to show the community’s response to victims</li><li>▪ Training on Firearm Laws</li><li>▪ Training for specific issues experienced by Tribal program</li><li>▪ Trainer(s) that are experts in issues of domestic violence and sexual assault that will train Coordinated Response Team (CRTs) and be part of statewide training</li><li>▪ Annual statewide training for new issues and information</li><li>▪ Continuous training for CRTs addressing issues of domestic violence and sexual assault</li><li>▪ Training on evidence based prosecution versus using or relying on victim testimony</li><li>▪ Training on cultural issues</li><li>▪ Train judges on domestic violence issues in regards to protection orders</li><li>▪ Victims and offenders receiving information about their responsibilities in the protection order process</li><li>▪ Training about sexual assault for all agencies (i.e., consent, date rape drugs, acquaintance rape, etc...)</li><li>▪ Trained medical staff regarding sexual assault, especially in rural areas (i.e., SANE/SART nurses, emergency room staff, etc...)</li><li>▪ Overall improved investigation abilities with evidence gathering for sexual assault cases</li><li>▪ Information to unserved/underserved victims that domestic violence is a crime that is punishable by law.</li></ul>
Unserved / Underserved Victims
<ul style="list-style-type: none"><li>▪ Recruitment /payment of interpreters to meet a variety of unserved/underserved victims</li><li>▪ Available interpreters for several different languages/dialects that are not high cost</li><li>▪ Outreach to underserved victims in various languages</li><li>▪ Education for interpreters, used by the criminal justice system, to maintain victim confidentiality</li><li>▪ Increased needs of underserved victim populations for services (i.e., non-English speaking, elderly, Native Americans, disabled, hearing disabled, individuals with mental health issues and/or rural area women, etc...)</li><li>▪ Lack of bilingual personnel in all areas to eliminate 3 person communication (victim, interpreter, and advocate)</li></ul>

- Increased specialized sexual assault services provided in rural areas to allow victim to stay in community and not have to travel to a different city/town for services
- Counselors available to work immediately with victims who suffer from mental illness
- Identify effective steps to outreach to underserved victims in various cultures
- Limited medical and financial assistance available for illegal immigrants who are victims of sexual assault
- Outreach and education to underserved cultures to explain reportable crimes such as intimate partner rape, incest, and statutory rape

#### **Victim Safety / Services**

- Increased availability of second level care to victims (i.e., job skills training, educational needs, support groups, transitional living, financial assistance, child care, etc...)
- Assistance for victims who attend court and don't have support for their children
- Educate victims on how to complete a self-petition
- Struggles with availability of staff to be on-call
- Lack of sexual assault and domestic violence prevention programs to educate high risk teens
- Ongoing advocacy for sexual assault victims

Overall, 2009 ARRA VAWA funds will be used to build and enhance coordinated response efforts locally and statewide. Outlined below are some ways the VAWA funds could be used within the guidelines of the VAWA Program.

#### **Coordinated Response Teams/Efforts (CRTs)**

2009 ARRA VAWA funds may be used to build and enhance CRT's. A CRT is a group of local representatives from law enforcement, prosecution, probation, and victim service agencies who work together in a coordinated manner to improve the criminal justice system's overall response to women who are victims of domestic violence and sexual assault.

Applicants wishing to apply for funds for a new or existing CRT must adhere to the following:

- Active participation by prosecution, law enforcement (from major populated communities within the geographic area, including police and sheriff's departments), probation and victim service agencies. Active participation from prosecution includes aggressive prosecution of domestic violence cases whenever there is sufficient evidence.
- CRT's new to applying for VAWA funds will be required to have a written Criminal Justice Domestic Violence Improvement Plan. One copy of the plan must be submitted with the application. For technical assistance, please contact the program administrator listed in this application kit.
- Established CRT's must document in the appropriate space in the application information that they have an existing plan on file for review.
- ARRA VAWA funds can not be used for the funding of a CRT coordinator.
- If applying for CRT Team/Effort s the local community must be involved in the development of the application and CRT agencies must have the opportunity to provide input on the application and review it prior to submitting it to the Crime Commission.
- If applying as a criminal justice agency or tribe, collaboration must occur with a victim service provider in order to insure proposed activities and requests are to promote safety, confidentiality and economic independence of victims of domestic violence, sexual assault, stalking and dating violence. Failure to document such coordination could affect eligibility to apply for funding.
- Only one application from a community will be accepted for funding a CRT.

#### **Courts, which may include probation**

Applications from the courts/probation may include requests for funds to provide statewide or regional training about domestic violence and/or sexual assault. Funds could also be used for probation liaison positions, which work directly with a domestic violence victim whose offender is on probation. Coordination with victim service programs must be evident in the application.

## **Law Enforcement**

Law enforcement may apply for funds for an identified need which will assist in improving the criminal justice system's response to victims of domestic violence and sexual assault. Requests for funds could include overtime for officers who go to schools to provide information about dating violence, domestic violence and sexual assault; or, for an officer's salary who is devoted to the investigation of domestic violence and sexual assault. Positions 100 percent funded with VAWA funds must be 100 percent dedicated to domestic violence and/or sexual assault cases. Applications must provide evidence of coordination with the domestic violence program in the area.

A "Domestic Violence Unit" may be established within the law enforcement agency if it is a need identified by the Coordinated Response Team/Effort (CRT). The Unit may involve one or more trained officers to respond only to domestic violence calls. Other alternatives may involve one Sergeant or Lieutenant on each shift or 1-2 officers in a department that receive specialized training in handling domestic violence cases and oversees on-scene and follow up investigation of the cases.

**PLEASE NOTE:** If an existing officer is moved into the project and paid by VAWA funds, the agency must backfill the position with a new employee. The agency's overall budget CANNOT decrease as a result of the federal funds. Funds may be used for other staff positions, such as clerical, which are directly involved with the project.

## **Prosecution**

Prosecutors may implement a Domestic Violence Unit or have specially trained deputies who prosecute only domestic violence cases on a full or part time basis. Positions 100 percent funded with VAWA funds must be 100 percent dedicated to domestic violence and/or sexual assault cases. VAWA funds may be used to hire paralegal and clerical positions directly related to the project. If existing staff is moved into the project, the agency MUST backfill the position with a new employee. The agency's overall budget CANNOT decrease as a result of the federal dollars. Applications must provide evidence of coordination with the domestic violence program in the area.

## **Training & Public Awareness**

Funds may be used to offer training and technical assistance to improve the criminal justice system's response to domestic violence and sexual assault. Training curriculum should focus on effectively identifying and responding to violent crimes against women, including sexual assault, domestic violence, dating violence, and stalking. Funds may be requested to enable criminal justice and victim services personnel to attend training about domestic violence and its issues within the state. Funds may also be requested to attend national training, for example the National District Attorney's Association or a Duluth training about Coordinated Response Teams, however, only people in a position to make or influence agency policy and who have never attended such national training could be considered. Funds may also be used to increase the public's awareness and understanding of domestic violence, dating violence, sexual assault, stalking and related issues. Agencies requesting travel are encouraged to provide match funds for such requests.

## **Unserved and Underserved Victims**

Funds may be used for programs to increase outreach to unserved and underserved victims of domestic violence and/or sexual assault. Services to these victims could be provided by replicating successful programs, developing materials that are culturally and linguistically appropriate, hiring of bilingual/bicultural staff, developing a pool of interpreters/translators for use statewide, set aside funds for interpreters/translators, or a new and innovative program could be proposed. Underserved populations include those victims that are unserved because of geographic location, race and/or ethnicity, special needs (language barriers, disabilities, immigration status, or age), or determined to be underserved by the Nebraska Department of Health and Human Services or Nebraska Attorney General's Office.



## Cultural Specific Community Based Organization

To be an eligible applicant, cultural community based organizations must focus primarily on domestic violence, dating violence, sexual assault, or stalking; have an established, specialized culturally specific program that addresses domestic violence, dating violence, sexual assault, or stalking; have a primary focus on underserved populations (and includes representatives of these populations) on domestic violence, dating violence, sexual assault, or stalking; or obtained expertise, or demonstrated capacity to work effectively, on domestic violence, dating violence, sexual assault, or stalking through collaboration. The organization/program must be able to focus on any underserved population; provide services tailored to the unique needs of that population; and, have the expertise or demonstrated capacity to work effectively on domestic violence, dating violence, sexual assault, or stalking or acquire that expertise through collaboration with another entity.

Applicants requesting funds for such a program are required to be an active member of the CRT (if available in the area) and be a partner in the CRT application. If a domestic violence/sexual assault program is partnering with a cultural specific organization, they need to be an active member of the CRT and the application must clearly explain the partnership between the two programs. Items to consider are the number of victims that will be served, how services will be provided, has the underserved community been involved in the planning for the delivery of the services, is the program credible with the target population, provide and receive ongoing training on underserved populations, and able to demonstrate the need for services in the area. For purposes of this application, evidence of active participation will be documented by a signed MOU from the participating agency as well as the specific statistics that need to be provided.

## Victim Services

As part of a Coordinated Response Team, VAWA ARRA funds may be used for an advocate position which provides immediate on-scene advocacy or advocacy at some other secure site. Such enhanced advocacy **must be provided within 24 hours** of an arrest or incident. Enhanced advocacy may also include follow up contacts with victims who reported the incident to law enforcement and have safety issues. Funding is NOT to be used to provide regular advocacy, which can be funded from VOCA dollars. Applications for enhanced advocacy need to show specifically how they will work with the criminal justice system and that the criminal justice system is making referrals to the enhanced advocate.

Due to the limited time frame of these funds, specialized advocates, such as the Jessica Gonzales Victim Advocate or Crystal Judson Domestic Violence Protocol are not eligible for funding, as they require specialized technical assistance from the Office of Violence Against Women. However, if there is interest please contact the Crime Commission for technical assistance in pursuing these requests.

## Requests for Enhancement of Current VAWA Funded Programs

As previously discussed, the ARRA funds are one time limited funds with no opportunity for continuation funding. Applicants for these funds will be required to document how the activities/funds requested will be sustained and/or be applicable with one time funding. Applicants must also document how the funding is applicable to the ongoing success of the current program and meets a need/gap in the community. As with formula VAWA funding, there are limited funds available and the application process is competitive. There is no guarantee that all requests will be funded.

## Limitations of Funding

- The Violence Against Women Act of 2000 (reauthorized in 2005) requires 25% of the funds

available must be allocated to law enforcement; 25% must be allocated to prosecution; 30% must be allocated to victim services of which at least 10% must go to cultural specific community based organization; and 5% must be allocated to the courts. The remaining 15% is considered discretionary and may be allocated to any of the above areas. Those submitting proposals will need to show specifically how they are utilizing the funds requested towards efforts within the different categories.

- If sufficient requests are not received for **direct funding** to law enforcement, prosecution and the courts, those funds may be withheld and announced again.
- Indirect costs are **not** allowed by the Crime Commission.
- Unallowable activities with federal dollars include but not limited to the following: lobbying, fundraising, research projects, and building renovations.
- Federal funds **cannot** be used to match other federal funds.
- Children's services supported with VAWA funds must be inextricably linked to providing services to victims of domestic violence. Funds may not be used to support services that focus exclusively on children or to develop sexual assault or domestic violence prevention curricula for schools.
- VAWA funds **cannot** be used for legal or defense services for perpetrators
- As specified by the ARRA, funds cannot be utilized for infrastructure activities and no funds may be used for iron, steel or manufactured goods for a project for the construction, alteration, maintenance or repair of public building or public work, unless additional steps for federal approval are taken. This follows the Buy American Provision of ARRA funds.
- ARRA specifies that funds can not be used for the purposes of casinos/gambling establishments, aquariums, zoos, golf courses or swimming pools.

### Match Requirements

- 25% cash or in-kind match of the total cost of the project is required, **except** for the funds used by non-profit, non-governmental victim services programs to provide services to victims.
- **Grant funds used for efforts in law enforcement, prosecution, courts, probation, and discretionary categories are required to provide 25% cash or in-kind match for the total project cost for that specific piece of the project.** It is strongly encouraged for victim service programs to provide a percentage of match to show the support and sustainability of the program and assist the state in being able to continue to receive VAWA funds.
- **In-kind match** consists of donations to project activities other than cash and may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor if the services they provide are an integral and necessary part of the funded project. In-kind match must be directly related to the project goals and objectives and must be financially documented in the same manner as grant funds.
- Federal funds may not be used to match federal funds. An **exception** is Indian tribes who may use funds appropriated by Congress for the activities of any agency of an Indian tribal government or for the activities of the Bureau of Indian Affairs performing law enforcement functions on any Indian lands.
- All funds designated as match are restricted to the same uses as the Violence Against Women Program Funds.
- Match funds designated for existing formula VAWA funds can not be utilized as match for ARRA VAWA funds.
- Calculating Match: The amount of required match can easily be determined by dividing the requested amount by 3.

Example: \$45,000 federal VAWA funds needed/requested for the project.

\$45,000 divided by 3 equals \$15,000, which is the required match amount.  
\$45,000 + \$15,000 = \$60,000 which is the total project cost.

### **Training and Technical Assistance**

The Crime Commission may be contacted about technical assistance and training needs related to coordinated response efforts.

The Crime Commission, the Nebraska Domestic Violence Sexual Assault Coalition (Coalition), and the VAWA Coordinated Team work together to assist Coordinated Response Teams/Efforts with training and technical assistance needs. This assistance includes helping communities identify needs, gaps, and solutions relating to the criminal justice system's response to domestic violence and sexual assault victims and assist communities in developing written community plans. The Coalition facilitates a quarterly Consortium meeting for Coordinated Response Teams/Efforts to provide opportunities for training and discussion of issues and ideas. If a community is not large enough to support a formal Coordinated Response Team/ Effort, technical assistance or information on training opportunities can still be requested.

### **Reporting Requirements**

Applicants awarded 2009 ARRA VAWA funds will be required to report on the effectiveness of funded activities. In adherence with the ARRA, specific ARRA reporting requirements are being developed at the federal level and will be included in the Special Conditions of awarded grants. Awarded sub-grantee's will be required to submit required reports no later than the close of business on the 4<sup>th</sup> calendar day of the month following the end of the quarter. Timely reporting is essential to meet the ARRA transparency and efficiency components and ensure the State of Nebraska's compliance and continued ARRA funding. All completed reports submitted will be made available to the public via the web as required in the ARRA. Therefore, no extensions or delays in reporting will be allowed. Previous grant management skills will be considered when reviewing funding requests. Please note programs or agencies receiving ARRA VAWA funds via a contract must certify to following the Special Conditions of the grant.

### **Accounting Requirements and Timing of Contributions**

Awarded applicants shall implement and maintain an accounting system, which accurately documents income received and expenditures. In adherence with ARRA guidelines, all ARRA funding must be tracked separately from any other program, including existing formula VAWA dollars. Personnel whose time/activities will be directly charged to the grant or match funds will be required to maintain timesheets that clearly document hours worked for activities related to the project. Records are to be available for monitors and audits. Matching funds need not be applied at the exact time or in the required proportion to the obligation of Federal ARRA VAWA funds. However, the full matching share must be obligated by the end of the project period.

### **Commingling of Funds**

A clear audit trail must be maintained for each source of funding. ARRA VAWA funds can not be commingled with any other sources of funding, including formula VAWA funds. Receipts, expenditures, and disbursements must be separately accounted for from each funding source.



## Non-supplanting of Funds

The Violence Against Women Act clearly stipulates that Federal funds may not be used to supplant (replace) other existing funds. In other words, funds presently appropriated for the project may not be deliberately decreased due to additional federal funds made available through the Crime Commission. The budget narratives provided in the application should clearly explain requests to ensure supplanting will not be taking place within the agency.

One of the primary purposes of ARRA funds is to create new positions and preserve positions that were to be terminated. If requesting funds for new positions/items clearly explain in budget narratives and explain throughout the grant why they are needed and how it will benefit the project. If requesting funds for positions/items that were supported by alternate funding sources that no longer exist or will soon be depleted, it is necessary to state these issues in the budget narratives for these requests. Describe how the position/item was funded, why the funding source is no longer available, if funds to support this position were only a temporary agreement (could include information from city/county board meetings if this was only a temporary use of funds for one year), and at what point the funding that is supporting the position/item will no longer be available which would result in the termination of the position. This information is extremely important to support budget requests and will be utilized during consideration of applications. If the applicant is funded, supporting documentation such as board meeting minutes that clearly document loss of positions, etc. should be maintained for review by the Crime Commission.

## Confidentiality

Any agency who is a member of a Coordinated Response Team/Effort and is not covered under federal or state statute must have written confidentiality policies in place that prohibit the disclosure of a victim's name, address, telephone, number, or any other identifying information without the prior voluntary written consent of the victim.

## Grant Commencement and Duration

Crime Commission Operating Instruction #4 requires funded projects to be implemented and any required grant award revisions to be submitted to the Crime Commission within 30 days from the start date listed on the Grant Award or other date specified by the Grant Administrator. If these requirements are not met, it shall constitute a failure to accept the grant award and the awarded funds shall be considered turnback funds.

## Memorandum of Commitment

For NEW Coordinated Response Team/Effort (CRT) projects only, a Memorandum of Commitment is required from each agency actively participating in the CRT to show how agencies are actively participating in this project (law enforcement, prosecution, probation, victim witness, domestic violence/sexual assault program, cultural specific agency, etc.). A Memorandum form is enclosed in the application. Memorandums of Commitment are to be submitted as part of this application and will be considered in funding decisions. Existing CRT's will document in the appropriate section of the application their existing MOU.

## Letters of Commitment / Support

- Letters of Commitment are only required from programs that are **NOT** Coordinated Response Teams / Efforts (CRTs). Letters of Commitment should be from agencies and/or individuals who will participate in your project and/or will coordinate efforts and will cooperate with your agency to improve the criminal justice response to victims of domestic violence. Letters of Commitment show how the supporting agency will commit resources or participate in the proposed project. Letters of Commitment will directly impact funding decisions.
- New CRT's must provide a signed MOU with the application.
- Existing CRTs are required to certify existence of the MOU in the appropriate box in the application kit.
- Letters of Support may be provided from agencies or individuals impacted by the project, but who may or may not directly participate. However, Letters of Support alone will not directly impact decisions for funding.
- Letters of Commitment and Support are to be submitted as part of this application.
- Letters utilized for regular fiscal year VAWA applications can not be reused for ARRA VAWA applications. New letters of commitment and/or support must be obtained.

## Other Requirements

Recipients of funds are subject to the Civil Rights Act of 1964, 42 U.S.C. 200d (prohibition discrimination in federally funded programs on the basis of race, sex, color, or national origin) and Section 504 of Rehabilitation Act of 1973, 2 U.S.C. 794 (prohibiting discrimination in such programs on the basis of handicap), the Age Discrimination Act of 1975, 42 U.S.C. 6101, et. Seq., and the Department of Justice Nondiscrimination Regulations, 28 CFR, Part 42, Subparts C, D, and G.

A Debarment form, which certifies the agency or individuals in the agency are not barred from doing business with the federal government, must be signed and returned with the application. A Supplemental Funding form is required to show total program income from all sources as well as other funds available to this project. Additionally, Certified Assurances, the Drug Free Workplace, Lobbying, and EEOP forms must be signed and returned with the application.

Applicants selected for funding will be subject to special conditions that state: Misuse of ARRA funds may result in a range of penalties, including suspension of current and future awards, recoupment of monies awarded and civil and/or criminal penalties. Reporting of credible evidence of any potential fraud, waste, abuse and misconduct with the funds will be required.

In adherence to the ARRA VAWA Special Conditions, all awarded sub-grantee's will be required to obtain a DUNS number and register with the Central Contractor Registration (CCR) Database within the first quarter of the grant. For further information in obtaining a DUNS number go to [www.dmb.com](http://www.dmb.com). To begin the process of registration with the CCR go to <http://www.ccr.gov>

Project Directors and Fiscal Officers of awarded applicants will be required to attend grant management training. Further information will be included in the award letter.

## Late Applications

Applications received after the due date and time will be considered late. Late applications are ineligible for funding during the current funding cycle. **NO EXCEPTIONS.**

## Application Format

Submit the grant application as follows. Adhere to page limits listed for each section as follows:

SECTION NAME	PAGE LIMITS
<b>Grant Applicant Information</b>	- Pages as provided
<b>Budget Summary</b>	- 1 page as provided
<b>Detailed Budget Information</b>	- Pages as provided. Budget narratives should follow the corresponding Detailed Budget Page.
<b>Community Description</b>	- 2 pages maximum
<b>Problem Statement</b>	-1 page for statement/description - 1 page as provided, 1 additional page for other supporting statistics
<b>Project Operation</b>	- 2 pages maximum
<b>Activity/Timeline</b>	- 2 pages maximum (form provided)
<b>Improvement of Criminal Justice System</b>	- Pages as provided
<b>Goals, Objectives, Performance Indicators</b>	- Pages as needed (form provided)
<b>Memorandums of Commitment</b>	*Only required for a brand new CRT
<b>Letters of Commitment/Support</b>	-Commitment Letters - as needed -Support Letters - 5 maximum
<b>Required Forms</b> (Certified Assurances, EEOP, Lobbying, Debarment, Drug-Free Workplace)	- Pages as provided

***Please remember to do the following when preparing your application:***

- Applications are to be typewritten. **The original copy should be stapled and 2 hole punched at the top.** The remaining copies should be stapled in the upper left hand corner (no 2 hole punched required for copies).
- If the applicant re-creates the application on their computer, the application format, layout and order is to be exactly (word for word and design) as the Crime Commission's official application.
- Include all Memorandums of Commitment and Letters of Support with the submitted application. Those received separately will not be considered.
- Include Federal ID number on application. The applicant must be the agency that will receive and disburse the grant funds. The Federal Identification Number must be that of the applicant.
- Provide DUNS number and certification of registration with the CCR.
- Do not include cover letters.
- Do not put applications in folders.
- Adhere to page limits listed for each section of the grant application.
- Sources of data and/or statistics must be cited immediately following the information or under the graph/chart etc.
- Do not copy and submit the budget pages, which do not apply to your project.

- Budget figures are to be provided in round numbers, no cents. Check calculations carefully.
- Additional information in the form of Appendices will not be accepted.
- Include ALL required forms with appropriate signatures. Signatures of the authorized individual are required on the: Budget Summary page, Certified Assurances, Drug Free Workplace form, Debarment form, Lobbying form, EEOP form. **NOTE:** The authorized official would include: county board chair, mayor, city administrator, chair or vice-chair of non-profit agency.
- The grant may be copied double sided.
- Number pages in the lower right hand corner.
- **Follow all Directions of the Grant Application and Instruction Kit.**

## Funding Process and Tentative Timeline

The Crime Commission will adhere to its operating instructions and conduct a staff review, followed by a review of the grants by the Crime Commission Board Grant Review Committee. They will meet to discuss each submitted grant application and make funding recommendations. Applicants will be notified of their recommendations in writing. Critiques and funding recommendations will be forwarded to the Crime Commission Board for final funding determination at the November 20, 2009 meeting. Applicants will be notified of the Crime Commission's final decision in writing.

APPROXIMATE GRANT REVIEW/AWARD SCHEDULE	
Staff Review Committee Meeting	August 27, 2009
Crime Commission Grant Review Committee Meeting	October 2, 2009
Letters mailed to applicants advising of Committees' recommendations	October 6, 2009
Crime Commission meets to make final funding decisions	November 20, 2009
Letters mailed to applicants advising of Crime Commission's final funding decision	November 23, 2009

## Submission of Application

**Materials Required:** One original and 10 copies of the complete grant application. Applications received by facsimile or email will not be accepted.

**Due: 5:00 p.m. CDT August 7, 2009.** Submitting the application using any mail service (UPS, FedEx, USPS) is at the applicants own risk.

**Submit to:** Nebraska Commission on Law Enforcement and Criminal Justice  
301 Centennial Mall South - 5<sup>th</sup> Floor  
P. O. Box 94946  
Lincoln, Nebraska 68509-4946

The Crime Commission is located on the 5<sup>th</sup> floor of the Nebraska State Office Building at 14<sup>th</sup> and M Streets (301 Centennial Mall South).

**Contact Person:** Monica Miles-Steffens, ARRA Program Manager  
(402) 471-3978 or [monica.miles-steffens@nebraska.gov](mailto:monica.miles-steffens@nebraska.gov)

## **DETAILED INSTRUCTIONS FOR APPLICATION AND ATTACHMENTS**

The following provides detailed guidance on filling out each section of the budget and Goals and Objectives. Refer to the application for specific directions on completing all other sections of the application. For further questions contact Monica Miles-Steffens, Program Administrator.

### **APPLICANT INFORMATION –**

The applicant must be the agency that will receive and disburse the grant funds. The Federal Identification Number must be that of the applicant.

### **BUDGET SUMMARY, DETAILED BUDGET PAGES AND BUDGET NARRATIVES**

- ✓ Budget Summary- This page reflects the total overall budget by category and required match. This page must be signed by the authorized official.
- ✓ Detailed Budget Pages- See instructions below
- ✓ Budget Narratives- Budget Narratives are required for each requested category and must follow the detailed budget page. See instructions for each category below.

#### **Category A - Personnel**

Personnel refers to wages and fringe benefits for regular full-time or part-time salaried employees as well as in-kind contributions of volunteers. Other persons working on the project who are not on the regular payroll or not volunteers must be classified either as contractual or consultant. In-kind contributions, if allowable, must be listed as matching funds.

Salaries may not exceed those normally paid for comparable positions in the community and/or the unit of government.

##### **1. *Direct Salaries.***

- Provide the title or position of each employee who will be involved in the project, including new positions to be filled and the number of volunteers, if applicable.
- If existing personnel will be involved in the project but no funds will be requested for their position and their salaries will not be used as match, do not list them on the budget page, but **do** include such information in the Budget and Project Narrative.
- Include in the budget narrative if the position is new or existing. If the position is existing, but is a new request it will need to be indicated how this position was being funded prior to the request.
- Across from each position listed, enter the annual salary of the position; percent of the time **to be devoted to the project** (2080 hrs. annually = 100% or full-time); amount of funds being requested for the position; the amount of matching funds; the source of matching funds, fringe benefits and, the total cost for the position.
- For each line enter the subtotal of the amount of funds being requested, matching funds and the total of all direct salaries.
- To establish the value of services provided by volunteers, if applicable, use the current minimum hourly wage (cannot exceed \$9.00) times the number of hours of service to be contributed.

2. ***Fringe Benefits.*** All fringe benefits are to be based on the **employer's share only**. The employee's share is to be withheld from his or her wages. Vacation and leave time would be included in normal working hours (FTE 2,080hours/year) and are not added benefits. Enter the total cost of benefits being requested and being provided as matching funds in the appropriate columns for each position. For each line enter the amount of fringe requested and match fringe for each position. A lump sum of fringe benefits requested and provided as match funds will not be accepted.



3. **Total Personnel Budget.** Enter the total amount of funds being requested, matching funds and total of all salaries and fringe benefits for the each position in the Total Cost section. You will need to enter the total cost for each column and line in the Total Personnel Budget. Also enter these totals on the "Budget Summary" pages.
4. **Personnel Budget Narrative.** A budget narrative **MUST** be attached if funds are requested and/or match is provided. The narrative **MUST** include the following for **each** position:
- 1) Breakdown of how the cost for **each** position was determined (i.e. 500 hours x \$5 an hour = \$2,500) for **both the requested funds and matching funds**; (including funding source for matching funds)
  - 2) Fringe benefits requested for each position;
  - 3) Explanation if each position is existing; new request for a position to fund existing position or new position for the program;
  - 4) Explanation if each position is full or part-time;
  - 5) Explanation of **how** each position is relevant to the project
  - 6) Description of the duties of **each** position. Include primary responsibilities and specific duties. Identify any **new** duties if this position was previously funded.
  - 7) Also include positions for which funds are not being requested or are not used as matching funds but will be involved in the project.
  - 8) As specified by ARRA, requests for positions that are new and/or are existing, but funding is being terminated, should clearly explain the loss of funding and necessity of the position to the project.

#### **Category B - Consultants and Contracts**

**NOTE:** If more than one consultant will be used for the project, please make copies of the budget sheet and complete one for each consultant.

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1. **Purpose:** List the purpose for using a consultant or contractor, i.e. conduct study, facilitate support group, develop and/or present training, etc. (***Applicants may use this section to request funds for positions that are part of the Coordinated Response Team that are not paid direct salaries/ employees of the applicant.***)
2. **Type of Consultant:** Check the box for the type of consultant to be used for the stated purpose.
3. **Consultant Fees:**
  - Consultants employed by commercial and not-for-profit organizations are subject to competitive bidding procedures and are subject to \$450 per day or \$56.25 per hour maximum compensation. In cases where an individual has authority to consult without employer involvement, the rate of compensation should not exceed \$450 per day or \$56.25 per hour. The rate for independent consultants must be reasonable and consistent with that paid for similar services in the market place.
  - Lines d-f are added for applicants contracting with other agencies for personnel that are part of the Coordinated Response Team. Make copies of this budget sheet and complete for each agency contracted with.
  - Additional lines may be added, as needed, for each position within the agency.) There must be a contract with each agency or person this subgrantee contracts with.
4. **Travel Expenses for the Consultant:**
  - (a) **Mileage:** List the cost for mileage. Enter the total cost in the "total" column. Enter the

amount requested and the amount, which will be provided as match. Mileage rate is 55.0 cents/mile.

- (b) Air Fare: List the cost for air fare (coach or least expensive class). Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.
  - (c) Meals: List the cost for meals. Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match. In-state meal allowance is \$39 (\$7.00/breakfast; \$11.00/lunch; \$18.00/dinner; \$3.00 incidentals).
  - (d) Lodging: List the cost for lodging. Enter the total cost in the "total" column. Enter the amount requested and enter the amount provided as match. In-state lodging allowance is \$70.00 per night (\$99.00 per night for Lincoln and Omaha).
  - (e) Other Costs: List other anticipated costs associated with the consultant. Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.
  - (f) For out of state meal and lodging rates go to [www.gsa.gov](http://www.gsa.gov) and click on per diem rates.
5. **Total Cost**: Calculate the total cost for funds requested, match provided and total cost. Enter totals on the "Budget Summary" page.
6. **Budget Narrative**: A budget narrative is required if funds are being requested and/or if match funds are being provided. The narrative **MUST** include a breakdown of how the cost for each consultant was determined for both the funds being requested and the matching funds. The narrative **MUST** include the following for **each** position:
- 1) What services and/or what product the consultant will provide
  - 2) How the services, product or position relate to the project and the impact on the project
  - 3) Breakdown of how the cost for each position was determined (i.e. 500 hours x \$5 an hour=\$2,500) for VAWA funds and matching funds;
  - 4) Explanation if each position is existing or new;
  - 5) Explanation if each position is full or part-time;
  - 6) Description of the duties of **each** position funded by VAWA or match dollars. Include primary responsibilities and specific duties. Identify any **new** duties if this position was previously funded.
  - 7) Applicants must document that consultants will adhere to all ARRA requirements.

### **Category C - Travel Expenses**

**NOTE:** If travel expenses are needed for more than one purpose or type of travel, please make a copy of the budget sheet and complete one for each purpose and/or type of travel.

- 1. List travel expenses by purpose, i.e., training, conference, daily travel for job, etc. For example, a project coordinator will attend training. Enter "training" on the line marked "Purpose". Complete all the applicable expenses associated with this purpose (any mileage that will be paid, air fare, meals, lodging, other.)
- 2. Mark the travel as local, in-state, or out-of-state.
- 3. List the title of the person who will travel.
- 4. Calculate the cost of the travel, completing the areas relevant to the travel for each purpose.
  - (a) Mileage: Calculate the number of miles of annual travel and multiply by 55.0 cents to determine the total mileage cost. Enter the total cost in the "total" column, the amount requested and the amount of the total cost provided as match.
  - (b) Air Fare: List the destination and enter the anticipated total cost of the airfare in the "total" column. Enter the amount requested and the amount provided as match. Airfare must be "coach" or least expensive class.
  - (c) Meals: List the number of days meals will be paid and multiply by the allowable per

diem rate. In-state meal allowance is \$39 (\$7.00/ breakfast; \$11.00/lunch; \$18.00/dinner; \$3.00 incidentals. Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.

- (d) **Lodging:** List the number of nights lodging is needed and multiply by the allowable per diem rate. In-state lodging allowance is \$70.00 per night (\$99.00 plus tax per night for Lincoln and Omaha). Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.
- (e) **Other:** List other expenses, such as taxi, parking, registration, etc. Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.
- (f) For out of state meal and lodging per diem go to [www.gsa.gov](http://www.gsa.gov) and click on per diem rates.

- 5. Calculate the total cost of the travel for each purpose. Calculate the total for all travel expenses for the funds requested, match and total and enter these amounts on the "Budget Summary" page.
- 6. **Budget Narrative:** For each travel purpose complete a budget narrative to explain:
  - 1) Position which will travel;
  - 2) Purpose of the travel;
  - 3) How this travel relates and is necessary to the project.

## **Category D - Supplies and Operating Expenses**

- 1. **Supplies.** This section includes office supplies, forms, operating supplies, books, subscriptions, repair or maintenance supplies, equipment items costing under \$300 - material which is expendable or consumed during the course of the project.

List items by major type (i.e. postage, forms, office supplies, training materials, etc.) along with the quantity, unit cost, and total cost. Higher cost items should be listed separately and identified (e.g. special mailings, equipment items, etc.). Enter the total cost in the "total" column. Enter the amount, if any, of the cost being requested and enter the amount of the cost, which will be provided as match. At the bottom of section 1, enter the cost for project supplies with a breakdown by the amount requested, match and total cost in the appropriate columns.

- 2. **Operating Expenses.**
  - This section includes all operating expenses involving rental arrangements and purchase of non-consultant type services.
  - For each item listed enter the rate or unit cost. Enter the total cost in the "total" column. Enter the amount of the cost requested and enter the amount provided as match. Identify other items for which funds are requested in the "other" category.
  - At the bottom of section 2, enter the cost of project operating expenses. Provide a breakdown of the total cost by the amount requested, match and total costs in the appropriate columns.
- 3. **Total Supplies and Operating Expense Budget.** Enter the total costs for all supplies and operating expenses. Provide the breakdown of the costs by the amount requested, match and total costs in the appropriate columns. Also enter those totals on the "Budget Summary" page.
- 4. **Budget Narrative.** For all supplies and operating expenses requested, attach a budget narrative to:

- 1) Explain the cost breakdown of how requested and match funds were determined for supplies (i.e., envelopes, paper and other office supplies);
- 2) Describe **all** current operating expenses and explain why the requested expenses are needed;
- 3) Explain how the supplies and operating expenses relate to the project.

### **Category E - Equipment**

- Check grant requirements for allowable costs and bidding requirements. Items requiring bids will not be funded absent a showing that bids were taken as required by law, rule or regulation. Call the grant administrator if you have any questions.
- Enter total costs for the appropriate items. Provide the breakdown of the costs by the amount requested, match and total costs in the appropriate columns. (Equipment items costing under \$300.00 should be included in Supplies.)
- Enter the total costs for Equipment. Enter these totals on the "Budget Summary" page.

### ***Budget Narrative***

- 1) Provide a breakdown of the cost basis for each piece of equipment.
- 2) Explain how each piece of equipment is relevant to the project.

**Category F - Other Costs:** Prior to utilizing this category, contact program administrator to ensure requested expenses are allowable per program guidelines and are appropriate for this category.

- List each item and the total estimated cost with the breakdown by the amount requested, match and total costs in the appropriate columns.
- Enter the total cost for "Other". Enter these totals on the "Budget Summary" page.

***Budget Narrative:*** A budget narrative is required if funds are requested or if match is provided.

- 1) Explain each item requested;
- 2) Provide a breakdown of how the cost for each item was determined;
- 3) Provide an explanation of how each item is relevant to the project.

## **GOAL, OBJECTIVES, PERFORMANCE INDICATORS**

***Goals:*** The goal for the project is the ultimate outcome desired. These are broad based, but realistic and achievable. There is generally one goal for a specific grant project.

### ***Measurable Objectives:***

Measurable objectives reflect how your project will assist in reaching the stated goal(s). They also address the problem(s) identified and documented in the Problem Statement as well as the identified needs.

**A measurable objective is** something you are going **to do**, utilizing the grant funds, **by a certain amount** (measurable) within a certain time period. Objectives **must** be measurable.

Measurable objectives always use the words to increase, to decrease, or to maintain. Do not use words such as to provide, to train, to establish in measurable objectives. These are activity statements. Once you have written an objective, ask yourself if it allows you to measure something.

A project will normally have **one to three** objectives for each goal. Remember, most projects have one broad based overall goal.

To help in developing measurable objectives, review the project's activities and ask yourself what statistical data will you gather to prove your project is working? Statistical data does not need to be overly detailed, but focus on three to five things to measure which will prove the project is making a difference and works. These will be the Performance Measures or Indicators for the project and will be used in the quarterly report to the Crime Commission. Review the objectives to ensure they are specific to the funds requested. The goal is to measure the response by law enforcement, prosecution, judicial, probation and victim services in a community and to show how the VAWA funds have impacted the response to domestic violence victims.

**EXAMPLE:** To increase the number of victims receiving enhanced victim advocacy (to do something) from 0 to 100 (by a certain amount) within a 12-month period (within a certain time frame).

The measurable objective above relates to a **new** program. The baseline number is zero because the program did not exist in the previous year.

If applying for funds to expand or enhance an **existing** program, the objective may read as follows.

**EXAMPLE:** To increase the number of victims receiving enhanced victim advocacy (to do something) from 100 to 120 or 20% (by a certain amount) within a 12-month period (within a certain time frame).

#### ***Baseline Statistics:***

Baseline Statistics are the statistics for the most current year stated in the Problem Statement which documents the problem(s). This is a good test to see if the statistics in the Problem Statement are relevant in documenting the stated problem or problems as well as accurate measurement of successful outcomes of the program. There is always data that can be collected, focus on the most relevant to the project.

#### ***Performance Indicators:***

Performance Indicators are the data, which will be collected during your project to measure each objective and will show if the program is successful. Performance Indicators are in direct relationship to the baseline data stated in the Problem Statement. Ask yourself what statistical data will show if your program is successful.

#### **SAMPLE PROPOSED PROJECT:**

Goal:	The criminal justice system and victim services agencies in Michigan County will work together to ensure perpetrators of domestic violence are consistently held accountable for their actions and that all victims are provided the help and resources needed to be safe.
Measurable Objective:	Increase number of victims receiving enhanced victim advocacy (to do something) from 100 to 120 or 20% (by a certain amount) within a 12-month period (within a certain time frame).
Our baseline is:	100 victims provided enhanced victim advocacy as shown in the statistical documentation of the problem.
Performance Indicators:	# of victims served # of victims not served Response time to victims served